



For more information on the Information Only Toggle, please refer to the "Information Only ('IN') Action (Toggle)" topic that follows in this chapter.

To edit a message, if you are the only recipient, enter an "E" at the "Enter message action (in xxxx basket): IGNORE//" prompt (where "xxxx" contains the name of the actual mail basket in which the message resides), as shown below:

```

Subj: Test New Mail  [#1223214] 04 Aug 98 07:56  1 line
From: BLUE,THOMAS E. - COMPUTER SPECIALIST (San Francisco CIO Field Office)
In 'TEST' basket.   Page 1
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Testing new mail.

Enter message action (in TEST basket): IGNORE// E
Select Edit option:  ?

Enter a code from the list.

    Select one of the following:

        C      Confidential (surrogate can't read)
        D      Delivery basket set
        ES     Edit Subject
        ET     Edit Text
        I      Information only (recipients may not reply)
        NS     Add Network Signature
        P      Priority delivery
        R      Confirm Receipt
        S      Scramble text with password
        V      Vaporize date set
        X      Close (no forward allowed)

Select Edit option:

```

We can edit a message, if it has only been sent to ourselves. MailMan provides several actions we can take on a message, as shown here.

Figure 64: Editing a Message

To get a list of possible edit actions, after reading a message, we entered a question mark ("?") at the "Select Edit option:" prompt (Figure 64). MailMan displayed the list and asked us to choose an edit option.

We can choose any or all of these edit options indicated when sending a message.



For specific information on each of these edit options, please refer to the "Action Codes—Sending Messages" topic and Table 4 in Chapter 4 in this manual.